

AGREEMENT BILLING - DIRECT CHARGING

- Similar to flat rate billing.
- Except:
 - Amounts taken from selected obligated Ledger Items instead of manually entered through Dollar Allocation.
 - Need to have obligated Ledger Lines within billing dates with agreement number.
 - Ledger Item can only be billed once. Will not show up in list of billable items unless previous bill was reverted.

The screenshot shows a 'Select Billing Method' dialog box. It contains fields for 'Agreement Number' (06- 7226- 4301 - RA), 'Accounting Code' (6737226018), and 'Cooperator' (US Department of the Interior). There are two radio buttons: 'Direct Charging(use Ledger entries)' and 'Flat rate or manual entry of bill amounts'. The 'Direct Charging' radio button is selected and circled, with an arrow pointing to a box labeled 'Direct Charging Radio Button'. The 'Flat rate' option has a 'ways' field set to '0'. Below these is a 'Process Bill for Quarter Period' section with a 'ways' field set to '4'. The 'Billing Start Date' is '10/01/2005' and the 'Billing End Date' is '12/31/2005', both dates are circled with an arrow pointing to a box labeled 'Time period information'. At the bottom are 'Continue' and 'Cancel' buttons.

Select Billing Method

To generate a bill, select how you want the bill to be generated:

Agreement Number: 06- 7226- 4301 - RA
Accounting Code: 6737226018
Cooperator: US Department of the Interior

☒ **Direct Charging(use Ledger entries)**
☐ **Flat rate or manual entry of bill amounts**
--> Split flat rate bills evenly

Process Bill for Quarter Period* :

Billing Start Date* : mm/dd/yyyy
10/01/2005

Billing End Date* : mm/dd/yyyy
12/31/2005

0 ways
4

Continue Cancel

Direct Charging Radio Button

Time period information

Steps:

1. Select "Direct Charging" radio button
2. Enter Quarter/Period for this Bill.
3. Enter Start and End dates.
4. Click "Continue"

Select Billing Method

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☒ **Direct Charging(use Ledger entries)**

☐ **Flat rate or manual entry of bill amounts**
--> Split flat rate bills evenly

Process Bill for Quarter/Period :

Billing Start Date * :
mm/dd/yyyy 10/01/2005

Billing End Date * :
mm/dd/yyyy 12/31/2005

Direct Charging Radio Button

Time period information

- If Ledger Lines were found, the list of matched items will be displayed for you to select from.
- Check Ledger Items you would like to bill.
- Press "Continue" once done.

Select Ledger Lines

The following list displays ledger lines that have been entered for this agreement document in the date ranges you specified. Select the ledger lines to be included in this bill by checking the corresponding checkbox for each ledger line.

Agreement Number: 06- 9879- 98798- RA
Accounting Code: 5046001000
Cooperator: Akron-Canton Regional Airport

Bill	BOC	Amount	Vendor	Location	Description
<input checked="" type="checkbox"/>	2160	2500.00	Office Depot		
<input type="checkbox"/>	2190	3500.00	Office Depot		

if no obligated Ledger Lines are found within supplied date, this screen will be displayed

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Spending & Collections

Select Ledger Lines

No ledger line has been found for this agreement document in the date ranges you specified. Press Cancel and go back to the previous page and try entering a different start date and end date.

[Cancel](#)

- Screen similar to Flat billing
- Categories from Ledger Lines cross referenced from Bill Categories
- Amounts not editable from Bill
- Admin charges editable
- Rest of the flow is the same as Flat Charging

Select Bill Categories

Use this page to select what categories you want to display on the bill. You may combine categories into user-defined groups and then give a category name to that group which will appear on the bill.

Agreement Number: 06- 9879- 98798- RA
Accounting Code: 5046001000
Cooperator: Akron-Canton Regional Airport

Standard Categories	Amount	Grouping	Sort Order on Bill
Staplers	\$3500.00	Show as separate line item	1
Supplies	\$2500.00	Show as separate line item	2
Additional Account	\$ 0.00	Show as separate line item	3
Administrative Charge	\$ 32.28	Show as separate line item	4

User-Defined Group Categories	Category Name	Total Group Amount	Sort Order on Bill
Group 1		\$0.00	5
Group 2		\$0.00	6
Group 3		\$0.00	7
Group 4		\$0.00	8

Total of bill: \$6032.28

[Save](#) [Cancel](#)

Categories taken from Ledger Lines and Bill Categories